

Starting on July 1<sup>st</sup>, 2016, email will be the default means of communication for City agencies' Invitations for Bids (IFBs), Requests for Proposals (RFPs), and their notices of availability. Notifications by paper mail, fax, hand delivery, or otherwise, will only be available upon request to the contracting agency. Agencies will use the Ordering email addresses that have been provided by vendors in the [Payee Information Portal \(PIP\)](#) for all future solicitations or notifications.

**Your “Ordering Email Address” will be used by the City for notification and solicitation purposes. To ensure that the City has your up-to-date email address, it is advised that you log into PIP and review this information before 7/1/2016.**

- For a step by step guide on how to update your Ordering email address in PIP and to confirm that it is the default address, please access the [Default Ordering Address in PIP Guide](#).
- If your organization does not have a PIP Account, please refer to the [PIP Activation Guide](#) for help on how to create one.
- For any additional information on PIP Account maintenance please consult the [PIP Account Tutorial](#).

Establishing a **PIP** account can provide your business with additional benefits such as allowing you to view your financial transactions with the City and enrolling in the citywide bidders lists based on commodity code.

If you have any difficulty creating or updating your account in **PIP**, please reach out to your agency contact. If you need further assistance, please contact the Mayor’s Office of Contract Services (MOCS) at [MOCSOutreach@cityhall.nyc.gov](mailto:MOCSOutreach@cityhall.nyc.gov).